

**Question and Answers for
Statement of Work (SOW) For Technology Services
7-25-12**

Issued By Minnesota Department of Employment and Economic Development (DEED)
Project Title: Testing/QA for Expand Online Self-Services
Service Category: Testing

ADDENDUM #2

DEED has modified the process schedule and anticipated assignment schedule as identified below.

Process Schedule

- Deadline for Questions Thursday July 19, 2012 Noon CDT
- Anticipated Posted Response to Questions Tuesday July 24, 2012 Noon CDT ~~Friday July 20, 2012 Noon CDT~~
- Proposals due Friday August 3, 2012 Noon CDT ~~Monday July 30, 2012 Noon CDT Thursday July 26, 2012 Noon CDT~~
- Anticipated proposal evaluation begins Monday August 6, 2012 ~~Friday July 27, 2012~~
- Potential candidate interviews (at DEED office) Thur & Fri August 16-17, 2012 ~~Mon-Weds August 6-8, 2012~~
- Anticipated proposal decision Wednesday August 22, 2012 Noon ~~Monday August 13, 2012 Noon CDT~~

Assignment Schedule

DEED anticipates this resource will be needed on or about September 17, 2012 and work until March 16, 2012 ~~September 4, 2012 and work until March 1, 2013.~~

	Question	Response
1	a. Are we allowed to submit more than one candidate? b. Is there a limit to the number of candidates each vendor can propose for this position? c. How many resumes can a vendor submit for this position?	Submissions are limited to one resume per proposal; one proposal per 902-TS approved vendor.
2	a. Is there already an incumbent for this position? b. Is it a new position? c. Is there an incumbent vendor?	DEED does not have an incumbent (staff or vendor) for this position; the position as described in the SOW is new for DEED.

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3	a. Will MN DEED consider doing the interview via phone or video conference for out of state candidates? b. Is on site interview for out of state candidates a requirement?	As stated in the SOW, potential candidate interviews will be held at DEED offices. If a potential candidate is chosen for an interview, the interview at DEED offices is a requirement to remain a candidate in the evaluation process.
4	a. Please confirm DEED will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW. b. Please confirm that the selected consultant will be supplied a computer by the State.	DEED will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.
5	Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on DEED approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?	The selected vendor will be paid on an hourly basis for services provided under this contract, based on DEED approved contractor time sheets.
6	Please confirm that a DEED Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?	A DEED Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments
7	a. Does DEED have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions? If yes, can you please share the budgeted amount?	The budget allows for the resource to work 40 hours per week within the anticipated Assignment Schedule as stated in the SOW. The budget allows for an hourly rate not to exceed the Maximum Hourly Rates for the 902TS Service Category: Testing.
8	a. Please confirm if anticipated utilization of all selected resources will be 40 hours per week, for the life of the contract (excluding State holidays)? b. If no, will DEED share the anticipated weekly utilization for each position	The anticipated utilization of the resource is 40 hours per week excluding State holidays.

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9	Will selected vendor resource(s) be required to perform off-hours, on-call support work?	The expected work hours are as stated in the SOW under Agency Project Requirements: Work will be completed at DEED's First National Bank office in St. Paul, MN within core business hours of 8:00 am to 5:00 pm, excluding holidays.
10	a. Is there any expected travel needed of the selected vendor resource(s) to perform the duties outlined in this SOW? b. Please confirm that the selected consultant will work onsite	As stated in the SOW under Agency Project Requirements: Work will be completed at DEED's First National Bank office in St. Paul, MN. Travel to other DEED or partner locations is not a requirement.
11	On Page 5, under Section 4: State Forms there is not a link for the Targeted Group Preference Form. Is there a link available or do we need to contact mmdhelp.line@state.mn.us for the form and any additional information?	The Help Line is for information regarding certification. An explanation of the program can be found at http://www.mmd.admin.state.mn.us/mn02001.htm If a submitting vendor wishes to claim Targeted Group Preference then the "form" to be submitted with the proposal is a one page or less statement of the Targeted Group Preference with the name of the company under which the preference is granted indicated. Also include a screen print of the company name after it was validated on the state's web page that allows easy retrieval of the State's certified Targeted Group (TG) and Economically Disadvantaged (ED) Vendors: http://www.mmd.admin.state.mn.us/process/search/